

Chemical Safety and Hazard Investigation Board, Federal Career Intern Program

ANNOUNCEMENT NUMBER: CSB-006-001
OPENING DATE: 04/05/2006
CLOSING DATE: Open until Filled
SALARY RANGE: \$36,671 – \$58,318
DUTY LOCATION: Washington, DC

The U.S Chemical Safety and Hazard Investigation Board (CSB) has an entry level professional opportunity for a recent college or grad school graduate. Through the federal career internship program, the CSB is offering an individual the opportunity to be appointed to a 2-year internship. Upon successful completion of the internship, the individual may be eligible for permanent placement within the agency. This is a paid internship and you would be eligible to participate in the federal government benefit programs. This internship will allow the individual to contribute to the prevention of chemical incidents and releases, as well as to develop personal and professional skills.

MAJOR DUTIES: This position is located in the U.S. Chemical Safety and Hazard Investigation Board (CSB), Office of Administration. If you are selected for this position, you will serve as the Deputy IT Manager, responsible for overseeing IT security for the CSB and will be responsible for identifying network vulnerabilities and implementing corrective measures to resolve potential security threats. You will provide security advice and guidance to your manager and appropriate CSB staff members, including accreditation procedures, security technology, vulnerability assessments, and other prevention procedures. You will also be required to research and evaluate cutting edge technology to support the CSB's systems development and modifications, including identifying useful business technology to improve CBS's business processes. In addition to IT security duties, you will be responsible for making recommendations and implementing solutions in the management of the agency's Intranet, maintaining network systems, developing strategic long-range infrastructure plans, performing IT cost estimates and analysis, and other similar duties as assigned by your manager.

To be successful in this position, you will have the ability to effectively communicate orally, answering questions and exchanging information with others. Finally you will work well in a team environment, coordinating and interacting with a diverse group of individuals.

You will be working at the U.S. Chemical Safety and Hazard Investigation Board, Office of Information Technology, Washington, DC

WHAT IS THE CSB? The U.S. Chemical Safety and Hazard Investigation Board is an independent, non-regulatory scientific agency. The mission of the Board is to enhance the health and safety of workers and the public, and to protect the environment by uncovering the underlying causes of accidental chemical releases and using these findings and supporting research to promote preventive actions by both the private and public sectors. The mission of the Financial Operations Group is to provide budget, fiscal, procurement, and travel support to the agency, both at headquarters and to investigations teams while they are at incident sites in remote locations. For more

information about the U.S. Chemical Safety and Hazard Investigation Board, please visit our website at www.csb.gov.

WHY WORK FOR US: You will have the opportunity to contribute to a challenging and rewarding mission. In addition to contributing to the mission, you will be entitled to a wide array of benefits. The Federal Employees Health Benefits program has many plans to choose from all at very reasonable rates, which can be paid from pre-tax income. The Federal Employee Retirement System is one of the premier retirement programs in the nation. The program features three components: a retirement pension; the Thrift Savings Plan (an employee controlled investment program); and social security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents. The leave program offers exceptional time off benefits including annual leave, sick leave, an employee leave share program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year.

QUALIFICATION REQUIREMENTS:

U.S. citizenship is required.

All applicants must meet the basic educational requirement of having at least a Bachelor's degree in Computer Science or closely related field.

College students who expect to complete their degree requirements by May 2006, or recent graduates with a Bachelor's, Master's, or Doctoral degree are encouraged to apply.

Education/Experience Requirements:

GS – 7 grade level (\$36,671 – \$47,669/year), you need:

One full year of graduate level education;

OR

Superior Academic Achievement, which is based on (1) class standing, (2) grade point average, or (3) honor society membership.

- (1) Class standing--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
- (2) Grade-point average (G.P.A.)--Applicants must have a grade-point average of:
 - a) **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
 - b) **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in the major field or the

required courses in the major field completed during the final 2 years of the curriculum.

- (3) Election to membership in a national scholastic honor society--Applicants can be considered eligible based on membership in a national scholastic honor society. These honor societies are listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird's Manual of American College Fraternities (1991).

GS-9 grade level (\$44,856 – \$58,318/year), you need:

A master's degree or equivalent graduate degree from an accredited college or university.

Knowledge, Skills, and Abilities (KSA) Requirements:

To be considered for this position, your cover letter must describe concisely, but specifically, the Knowledge, Skills, and Abilities (KSA's) you possess in the following areas:

1. Knowledge of network security procedures for an architecture involving Internet/Intranet Systems, and knowledge of tools and utilities to control system access.
2. Knowledge of and experience in Virtual Private Networks, Microsoft Windows 2000, Windows XP, Microsoft Office, HTML editing, CGI Scripting and PERL.
3. Ability to identify information technology requirements for outsourcing, understanding of the process to develop and justify information technology budgets, and basic knowledge of the typical contract specification and contract management.
4. Ability to explain in writing and verbally complex technical issues to audiences and staff with multidisciplinary backgrounds.

How You Will Be Evaluated

Your application will be evaluated based upon the following factors: description of KSA's in your cover letter, grade point average, writing ability, relevant course work, demonstrated interest in public service, ability to interact with others tactfully and professionally, and, if applicable, previous work or intern experience, related to the knowledge, skills, and abilities required for this position.

PHYSICAL REQUIREMENTS:

The incumbent's work is primarily sedentary.

HOW TO APPLY

Your application must consist of a resume listing all relevant work experience, academic courses, and grades; and a 1 –2 page cover letter outlining your career objectives/goals for this internship program and addressing the KSA descriptions explained above. In addressing the KSA's, the applicant may wish to draw on relevant coursework and to highlight skills obtained through volunteer or other work experiences. A copy of college and graduate school (if applicable) transcripts MUST be sent with the application package. Incomplete applications will not be considered.

All application packages must be sent via one of the following methods.

U.S. Mail:

CSB
2175 K. Street, NW
Suite 400
Washington, DC 20037

Fax:

202-974-7609

Email

john.lau@csb.gov

GENERAL INFORMATION FOR THE APPLICANT:

If selected, you will be required to complete a Declaration of Federal Employment to determine your suitability for Federal employment and to authorize a background investigation. The agency will also ask you to sign and certify the accuracy of all the information on your application. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

A background security investigation will be required for all new hires.

Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination. Favorable reference checks, credit check, and education verification are required.

Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur within 90 days of the closing date of the announcement.

Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulations.

All qualified applicants will receive consideration without regard to race, age, religion,

color, national origin, sex, sexual orientation, disability, political affiliations or any other non-merit factor.

This agency provides reasonable accommodations to applicants with disabilities.

If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSB at 202-261-7600. The decision on granting reasonable accommodation will be on a case-by-case basis.

Male applicants born after December 31, 1959, will be required to complete a pre-employment certification statement for selective service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment or dismissal after employment.

Veterans' Preference: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-Point Veterans' Preference, plus proof required by that form. If claiming 5 percent preference, you must attach a copy of your DD-214 or other proof of eligibility.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide.